

Interview Follow-Up

Dear [Candidate's Name],

Thank you for taking the time to interview for the [Job Title] position at [Company Name]. We appreciate your interest in our team and enjoyed learning more about your qualifications and experiences.

This letter is to confirm the next steps in the hiring process:

1. We will be reaching out to you by [date] with an update on your application status.
2. If selected, we will schedule a second interview to discuss more in depth.
3. Feel free to reach out if you have any questions in the meantime.

Thank you once again for your interest in joining [Company Name]. We look forward to speaking with you soon.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]